



Bio-Sheet A

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1. NAME OF APPLICANT (example: FAMILY NAME, First Name, Middle Name)

PREFIX

LAST/FAMILY NAME

FIRST NAME

MIDDLE NAME

4. GENDER

5. PLACE OF BIRTH (city or town, country)

2. PERMANENT ADDRESS OF APPLICANT

6. DATE
OF BIRTH

Month

Day

Year

7. COUNTRY OF
PRESENT CITIZENSHIP

Telephone number: _____ Fax: _____
(city code) (number)

E-mail address: _____

8. COUNTRY OF
PRESENT RESIDENCE

3. POSTAL ADDRESS OF APPLICANT

9. HAVE YOU HAD A FULBRIGHT
GRANT IN THE PAST?

IF YES, PLEASE INDICATE YEAR

10. EDUCATION List all post-secondary educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Copies of diplomas, academic transcripts, certificates, and English translations should be attached.

| Name of institution, University or professional school, and location | Major field(s) of study | Dates attended (month and year) | | Actual name of diploma or degree (do not translate) | Date received or expected |
|----------------------------------------------------------------------|-------------------------|---------------------------------|----|-----------------------------------------------------|---------------------------|
| | | From | To | | |
| | | / | / | | / |
| | | / | / | | / |
| | | / | / | | / |
| | | / | / | | / |

11. Name your **most significant** publications/honors/awards/projects/other accomplishments.

12. Field of Study

13. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (more complete plan to be outlined on page 3; be sure this summary captures the essence of your program plan).

14. CURRENT OCCUPATION

Organization

Your job title

Dates of Employment (month & year) / - /

Name and address of your place of employment

15. Describe your current job responsibilities:



Bio-Sheet B

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16. Previous positions held (begin with most recent):

| Name & address of place of employment | Job Title | Dates of Employment From (in years) To | |
|---------------------------------------|-----------|-------------------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

17. On a scale from 1-5, please select your computer proficiency level in the following areas:

Word Processing

Spreadsheets

Email

18. Please indicate countries outside your own, including the United States, in which you have lived, travelled, or studied. Please list dates (months/years) and reasons for each visit. Please attach an additional sheet if necessary.

| Country visited | Reason for visit (e.g. study, work, tourism, conference) | Dates of Visit From (mo./yr.) To (mo./yr.) | |
|-----------------|----------------------------------------------------------|-----------------------------------------------|---|
| | | / | / |
| | | / | / |
| | | / | / |
| | | / | / |

19. Person to be notified in case of emergency (in home country):

Name of Contact Person

Address - Street

City

State/Province

Country

Zip code

Telephone: ()

I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the Information and Application Instructions and I agree to comply with all regulations described there. I agree to abide by the Policies governing the selection of Fulbright/Humphrey grantees, as established by the J. William Fulbright Foreign Scholarship Board (FSB) (complete policies available at <http://exchanges.state.gov/education/fulbright/ffsb/policies/2004/>) which supercede all other documents relating to my application for a Humphrey Fellowship. I also agree to return to my home country upon the expiration of my program in the United States of America.

Date

/ /

Electronic Signature of Applicant



Program Plan

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Name of Applicant

Country

20. Please describe your major area of interest and explain how this area addresses the specific development needs of your country.

21. Describe the type of Humphrey program you would like to design in order to meet these challenges. Indicate the kinds of academic course work, internship experiences, and/or professional training experiences you would like to undertake.

22. Describe how the acquisition of new knowledge and skills will assist you in helping your country to achieve its development goals.



Personal Statements A

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Name of Applicant

Country

23. Please describe how you have demonstrated a strong commitment to public service. (i.e. community, civic involvement or professional responsibilities, etc.)

24. Please state your professional goals for the next five years and indicate how the training received under the Humphrey Program will contribute to you managerial skills, leadership ability, and commitment to public service.



Personal Statements B

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Name of Applicant

Country

25. Describe a problem or challenging situation that you resolved by using your initiative. What was the outcome? Please select this example carefully. It should illustrate something that you want the review panel to know about your problem-solving, leadership abilities, or commitment to public service.



Substance Abuse Field of Study 5A

NOTE: THIS PAGE SHOULD BE FILLED OUT ONLY BY THOSE APPLICANTS WHOSE PROPOSED FIELD OF STUDY IS SUBSTANCE ABUSE

Please contact the U.S. Embassy or the Binational Educational Commission in your country before completing the following.

1. Briefly describe what you know about current substance abuse problems in your country.

2. Briefly describe recent substance abuse research project(s) in which you have been engaged, the extent of your role in these project(s), and list any publications in connection with research work that you have done.

3. Briefly describe an area of substance abuse research that you would like to pursue based on the needs in your country.



Personal Information

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I. PERSONAL FINANCIAL INFORMATION *(Indicate all funds in your local currency.)*

1. Your annual salary _____
Income per year from other sources _____
Indicate your local currency _____
2. Will your salary be continued during your stay in the U.S.? _____
(If yes, what percentage?) _____

II. DEPENDENTS: The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents.

If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. **English/Orientation Centers cannot accommodate dependents.** Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

1. Marital Status _____
2. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

| Name | Relationship | Age |
|----------|--------------|-----|
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |
| 4. _____ | | |

3. Will any dependents be with you in the U.S.? _____
(If yes, give name(s), relationship(s), date(s) of birth, and state how you intend to provide for them during your year of study in the U.S.)

| Dependent Name | Relationship | Date of Birth |
|----------------|--------------|---------------|
| 1. _____ | | / / |
| 2. _____ | | / / |
| 3. _____ | | / / |
| 4. _____ | | / / |

III. ENGLISH LANGUAGE PROGRAM

1. If required, will you be able to arrive for English language training as early as April? _____
2. Will you be able to obtain a leave of absence from your current position for a period of 11 months, or up to 14 months if you require English training? _____
3. When will you take a standardized test that assessed your English language ability, such as TOEFL?
_____/_____/_____

(If you have not scheduled this test before October 1, 2009, you must notify the Binational Educational Commission or U.S. Embassy in your home country **immediately.**)

IMPORTANT

1. An official TOEFL score (no more than two years old) is required for all countries except the English-speaking Caribbean.
2. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.
3. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy.
4. Please sign below as authorization for IIE to receive your TOEFL score.

I hereby authorize the Institute of International Education to receive my TOEFL score report.

Date / /

Signature of Applicant



English Language

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NAME OF APPLICANT

COUNTRY OF RESIDENCE

A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH

APPLICANT'S NATIVE (HOME) LANGUAGE

| LEVEL | NUMBER OF YEARS | NUMBER OF MONTHS PER YEAR | NUMBER OF HOURS PER WEEK | NATIVE LANGUAGE OF INSTRUCTOR |
|------------------|-----------------|------------------------------|-----------------------------|----------------------------------|
| SECONDARY SCHOOL | | | | |
| UNIVERSITY | | | | |
| PRIVATE STUDY | | | | |

B. ENGLISH LANGUAGE TESTS

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL):

_____/_____/_____ **NOTE: All U.S. Universities require a TOEFL score taken within 2 years or less.**

Indicate the TOEFL score earned: _____

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

Institutional TOEFL (ITP): date: ____/____/____ score: _____

Please note: The ALIGU and Michigan Tests are not acceptable as pre-screening tools. The ITOEFL is the only acceptable for initial screening-, you still must provide an official TOEFL score report.



Long Term English Program P-1A

LTE NOMINATION FORM

2009-2010 Program Year

NOTE: THIS PAGE SHOULD BE FILLED OUT ONLY FOR THOSE APPLICANTS WHOM YOU ARE NOMINATING TO PARTICIPATE IN THE LONG-TERM INTENSIVE ENGLISH TRAINING PROGRAM.

CANDIDATE

HOME COUNTRY

If approved by the Candidate Review Committee panel, Long Term English candidates may be required to attend an intensive 20-25 week pre-academic program to improve their language skills.

Please note: the Long-Term English program is offered in addition to the regular pre-academic English programs. Candidates being nominated for Long-Term English should have sufficiently poor English skills as to make it necessary for them to receive this intensive 20-25 week training prior to the beginning of the program.

1. Please describe the candidate's English language abilities (particularly listening and speaking skills), based on your formal and informal interactions with him or her.

2. Please state briefly why you are recommending this candidate for the Long Term English program.

Please also complete the Nomination Committee Report P-1, Recruitment Report P-2, and the Application Checklist P-3 as well for this candidate. Please rank this candidate among the total candidates submitted.



Nomination Committee Report P-1

HUMPHREY FELLOWSHIP PROGRAM
NOMINATION COMMITTEE EVALUATION AND TRANSMITTAL FORM
2009-2010 Program Year

To be completed by authorized representatives of the Binational Education Commission/Foundation or U.S. Embassy for candidates selected to be nominated for the Fellowship program. The form should reflect additional information gained from the interview with the candidate that is not reflected in the written application. The responses should also explain why this candidate was ranked either higher or lower compared to the other nominees.

CANDIDATE

HOME COUNTRY

Please answer each point and begin each answer with the corresponding number:

1. How did you determine the ranking of this candidate vis-a-vis the other candidates submitted? Please explain your rationale.
2. What impressed you most/least about the candidate during the interview?
3. How do the candidate's professional qualifications and program plan fit within the context of the Mission's plan and objectives and the goals of the Humphrey Fellowship Program?



Nomination Committee Report P-1

4. What is the relevance of the candidate's position and organization within the context of his/her country and its development plans?

5. What kind of academic and professional experience would be most useful for the candidate's future work?

6. Discuss the candidate's leadership potential and commitment to public service, and the impact he/she may have on his/her home country as a result of this fellowship.

Indicate the committee's ranking of the candidate _____

Total number of candidates submitted to IIE _____

Name of Nominating Officer _____ Title _____

Signature _____ Date _____



Application Checklist

P-3

This form is to be completed by the US Embassy or the Fulbright Commission, not by the candidate.

COUNTRY

TOTAL # OF NOMINATIONS

CANDIDATE'S NAME

GENDER

DATE OF BIRTH (month/day/year)

CURRENT POSITION

NAME OF ORGANIZATION/EMPLOYER

SUBFIELD WITHIN THE MAJOR FIELD ABOVE (FOCUS OF CANDIDATE'S PROGRAM PLAN) :

HIGHEST U.S. DEGREE EQUIVALENT:

☐ No degree

☐ MA/MS

☐ A A

☐ PhD/MD

☐ BA/BS

☐ Other (name) _____

HOW DOES EMBASSY/COMMISSION RANK
THIS CANDIDATE?
(1ST, 2ND, ETC.)

STATUS OF APPLICATION (Please check appropriate status)

ATTACHED

FORTHCOMING

• **Nomination Committee Report Form (P1)**

☐☐

• **Recruitment Report (P2)**

☐☐

• **Application (Pages 1, 2, 3, 4, 5, 6)**

☐☐

• **Drug Abuse Page (5A) (for candidates in the field of drug abuse only)**

☐☐

• **Completed English Proficiency Form (Page 7)**

☐☐

• **Preliminary English Test** ☐ Institutional TOEFL

☐☐

Score: _____ Date taken: _____

• **Official TOEFL or IELTS (please circle one)**

☐☐

Score: _____ Date taken: _____

• **1st Letter of Reference (employer) (Pages 8 & 8A)**

☐☐

Translation

☐☐

• **2nd Letter of Reference (academic/other) (Pages 9 & 9A)**

☐☐

Translation

☐☐

• **Transcripts and Diplomas**

☐☐

1st Degree

☐☐

Translation

☐☐

2nd degree (if applicable)

☐☐

Translation

☐☐

3rd degree (if applicable)

☐☐

Translation

☐☐